

LETTER OF INSTRUCTION

NUMBER: 04-1

Winter Weather Reporting Procedure

Winter Weather Reporting will be as follows:

November 1st through April 30th

Stormy Weather conditions (24/7):

- Report weather conditions as soon as there is a change affecting driving conditions
- Update report throughout the storm
- Final report when plowing completed
- Weekend/Holiday reporting when a change of condition exists(called out to plow)

Clear Weather Conditions:

- Report by **7:30 AM** and by **3:30 PM**
- Monday through Friday, except holiday

Call **866-511-SNOW (7669)** and follow instructions after entering password:

Code	Road Surface	Code	Weather	Code	Special Conditions	Code	Crews out this Segment?	Code	Submit your Report?
1	Dry	1	Fair	1	None	1	Yes	1	Yes
2	Wet	2	Partly Cloudy	2	Snow Tires, Chains, or 4WD Advised	2	No	2	No
3	Slushy	3	Overcast	3	Chains or 4WD Required				
4	Patchy Snow	4	Rain	4	All Trucks 1200 or 2400 & over Chains Required				
5	Snow Covered	5	Fog	5	Avalanche Control Delay				
6	Icy Spots	6	Snow	6	Local Delay or Closure				
		7	Mixed Rain/Snow	7	High Winds				
		8	Blowing Snow						

Need help!!! Call TOC 801-887-3700 and talk to an operator.